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REC NGMT

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~~SOME PRINCIPAL RECORDS ATTACHED TO THIS REPORT FOR OCTOBER 1963~~

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

I. Vital Records

1. Reviewed and approved a Vital Records Deposit Schedule for SOVMAT/OO.
2. Reviewed a revised Vital Records Deposit Schedule for all components of the Office of Security and made proposals for changes. Schedule will be approved when changes are received.
3. Presented Vital Records Workshop at the GSA Government-wide Records Management Seminar.

II. Records Disposition

1. Approved a revision in the Records Control Schedule for one branch in OER.
2. Approved a revision of Records Control Schedule for OER/LI to provide for the retention of record copies of certain information and intelligence reports that have been microfilmed.
3. Made tentative arrangements to assist in the revision of Records Control Schedule for Executive Registry.
4. Assisted ARO/OER to draft a revision in the Records Control Schedule for .
5. Discussed the disposition of intelligence reports from Foreign Governments with our cleared representative at the National Archives, Mr. Krauskopf. He advised the retention of these reports with record copies of Agency reports. The OCR schedule was revised accordingly.
6. Informed the National Archives that this Agency does not concur in their request for the declassification of certain OSS documents.

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25X1 III. Forms Management

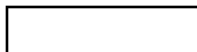
1. Designed 11 new forms and revised 19 existing forms.
2. Revised Form 1337, Printing Request for HIS Final Insert Maps for GBI. This simplifies the writing of printing instructions, eliminates one part of the set formerly required and eliminates two official forms. Savings amounts to \$380.
3. Revised Form 1770, GR Transmittal Sheet and reduced it in size from 8 x 19½ to 5 x 8.
4. Designed a new form, Graphics Register Loan Slip. This form eliminates memorandums and telephone calls.
5. Revised 6 forms for TAS, Office of Comptroller to provide better field reporting.
6. Prepared 2 forms for the Office of Personnel, Request for Reimbursement for Medical Expenses, Dependent Only, and Request for Reimbursement for Medical Expenses, Employees Only.
7. Designed a three part Project Document Receipt for OSA/DES&T. This form will be used when operating  with industry <sup>25X1</sup> and other Federal agencies.
8. Designed Form 2155, Employee Quarters Summary for Real Estate Construction Division, O/L. This form used to survey and evaluate housing and quarters maintained by Agency employees in the field.

- 25X1
1. Completed 14 new and 7 revised forms.
  2. Designed a new Form 901a, Report of Employee Emergency. This form requested by the DES to be used as a reporting device for significant employee emergencies. It will originate in the Office of Personnel, Medical Staff or Office of Security.

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III. Forms Management  
(continued)



3. Prepared Form 2150, Procurement Record for Military Expenditure Branch of OER. This form is an input media to ADP equipment.
4. Designed Form 2151 for Comptroller to be used for Machine Language Coding on RCA 301 Computer.
5. Prepared Form 2152, 2152a, 2152b and 2152c for Instruction Services Branch, OER. These are 5 x 8 cards used to identify, locate or inventory rolls of film.
6. Designed Form 2165, FBIS Request for and Authorization of Official Travel. It will be used exclusively by FBIS employees for overseas travel. It assists clearance of household effects through Customs.
7. Prepared Form 2154, Dental Insurance Application form for Office of Personnel.
8. Prepared Form 2159, Intensive Assessment Procedures Record for A&E Staff, Medical Staff.
9. Prepared Form 2160, PETB Referral Record. It serves as a record of requests for Psychological Testing.
10. Prepared Form 2161, Request for Expedite Interpretation or Test Results. It replaces a bootleg form which was improperly titled and poorly arranged.
11. Prepared Form 2162, Standard Assessment Work Sheet. It replaces a bootleg form and improves overall design.
12. Revised Form 12, Outgoing Cable Form. The revision eliminated 3 parts formerly required. Considerable potential savings are possible and will be reported later.

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25X1 III. Forms Management  
(continued)

[Redacted]

13. Processed a revision for Form 281, Request for Advance of Funds. Because the form was well designed by the Comptroller Records Officer, [Redacted] very little work was required by us.
14. Revised Form 140, Records Retirement Request.
15. Processed a revision of Form 563, Schedule of Advances, to provide for change in shipping category from Confidential Pouch to Unclassified channels.
16. Processed revision of Form 540a, Travel Order Worksheet. This conforms with recent revision of Travel Order.
17. Processed revision of Form 53b, Continuation of Dispatch Index Information. This eliminates 32,000 pieces of paper in the DDP Area.

25X1 IV. Records Management  
Survey (DDG&F)

[Redacted]

1. Mr. Jack Blake has requested that we meet with him on 12 November to finalize the Records Control Schedule we submitted to them.

V. Correspondence  
Handbook

1. No response from Handbook submitted to Regulations Control on 12 August 1963.

VI. Mail Management  
Handbook

1. Project suspended temporarily because of Jury Duty.

VII. Survey of Forms  
& Related Procedures  
(Staff)

1. Completed survey of most of the A&E Staff; work will be finished after they move to the Eroyhill Building. Also completed survey in Psychiatric Staff.

VIII. Filing Equipment  
& Supplies

1. Approved a requisition for End Panels for an existing shelf file installation in ORR.
2. Reviewed a request for a secure area in the [Redacted] for TSD and recommended approval. This secure area will provide approximately 60 additional feet of floor space and release over \$4,000 in file equipment.

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**VIII. Filing Equipment  
& Supplies**

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3. Made a Survey of area where official personnel files are maintained in the request of Mr. [ ] and submitted 2 plans to relieve their present file problem. Using conventional shelf filing, they can gain 250 cu. ft. of file space and save about \$15,000 in equipment compared to what they now have.

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4. Approved a requisition from Office of Security for 2 special Rol-Dex cabinets.
5. Approved a requisition for 3 special file cabinets for NPIC.

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**IX. Operation of  
Archives & Records  
Center**

1. Headquarters offices transferred 1286 cu. ft. of inactive records to the Center, the equivalent of 160 4 drawer safes with a replacement value of \$72,000.
2. The Records Center eliminated by destruction or transfer 719 cu. ft. of records; the net gain in holdings for the month was 567 cu. ft. and total holdings amounted to 81,430 cu. ft.
3. The average net growth of records per month this FY ('64) is 192 cu. ft. as compared to 357 cu. ft. per month for the same period (July - Nov) FY '63.
4. The Records Center handled 12,732 references to records in the Center for Agency offices.
5. An arrangement was made to [ ] salvage several hundred Picture Holders for the Office of Security Badge Offices. These holders were pulled from records that are scheduled to be destroyed; as result, approximately \$200 was saved because it would have been necessary to buy new ones.

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IX. Operation of  
Archives & Records  
Center (continued)

[Redacted]

6. At our request, [Redacted] Office of Computer Services, reviewed several hundred reels of Microfilm to determine if there were any signs of deterioration. Spots were found on 2 reels but the seriousness of the condition has not been determined. This was done as a result of a recent finding in Government and in Industry that certain types of microfilm are deteriorating.

7. Thirty-three Agency officials visited the Records Center during the month. Fifteen of these were from FE/DDP who came to review their Vital Records and get a general briefing on the operation of the Records Center.

X. Miscellaneous

1. [Redacted] attended a meeting of the Forms Management Council at the National Archives.

2. Representatives from Office of Security and Office of Communications attended the monthly meeting of Interagency Records Administration Conference (IRAC) at the National Archives with me to hear Dr. Nathaniel Stewart from Agency for International Development to speak on "The Art of Selling Records Management -- Promoting Good Records Management Principles and Practices."

3. Thirty-nine representatives from Agency components attended the Agency Records Management Officers Conference on 30 Oct. The following items were discussed: New Document and Courier Receipt Form and Microfilm deterioration problems.

4. [Redacted] was on Jury Duty during the entire month with the [Redacted] Court.

*Federal*

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Chief, Records Administration Staff

*8 Nov 1963*

Date

DDS/RAC [Redacted] fms (7 Nov '63)

O ig - DDS [Redacted]  
r l - RAO Personnel to review

*1 - RAO Files*

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	Exec. Asst. to the DD/S		
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Here is a report on some of our principal records management activities for the month of October. I will appreciate your reaction on the value of such reports to you and the DDS.

PLACE HERE TO RETURN TO SENDER

NAME, ADDRESS AND PHONE NO.

DATE

Chief, Records Administration Staff

11/8/63

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